



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board March 21, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:03 a.m. Board Members Present: Chair Goff, Vice Chair Green, Hayes, Carmichael, Kreisel and, Tracey. Board Members Absent: Luzaich and Treasurer Hornung. Staff Present: Brewer, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Green led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Kreisel/Green** to approve the agenda of the March 21, 2017 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Kreisel/Carmichael** to approve the minutes of the January 17, 2017 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – February 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for February 2017.
 - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier said that the last "Living Well" classes went well and they wanted to offer them again in the fall. **MSC Carmichael/Green** to offer the "Living Well with Chronic Conditions" class in the fall. Approved unanimously.
 - d. Receive and Approve Volunteer Party Budget and Summary – Supervisor Tessier reported that the Volunteer Committee's Hawaiian Luau went well and came in under budget.
 - e. Review Senior Citizens Advisory Board's Annual Goals and Discuss Pending Goals – Superintendent Brewer reported that the Senior Center has already completed many of their goals for the year such as the new menu item per month on the Senior Center lunch menu and forming a sub-committee to review facility maintenance. Board Member Carmichael asked that an asterisk be put on the lunch menu for any new item offered. Superintendent Brewer added that they

had also offered new seminars and classes and placed the bocce ball court resurfacing project into the 2017/18 Fiscal Year Budget. Staff will continue to work with the Advisory Board toward the completion of the remaining goals.

- f. Review Senior Citizens Advisory Board's Bylaws and Recommend Additional Language – Superintendent Brewer presented an updated version of the Senior Citizens Advisory Board bylaws that included revised language and would be presented as an amendment to the document. The Senior Advisory Board reviewed the bylaws and Superintendent Brewer said they will now be brought to City Council for consideration and approval.
8. **UNFINISHED BUSINESS:** None.
9. **EXCLUDED CONSENT:** None.
10. **ITEMS FROM STAFF:** None.
11. **PUBLIC COMMENT:**
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Kreisel asked if staff could request additional garbage pick-up during event rentals of the Senior Center. Superintendent Brewer replied she would contact Recology to change the garbage pick-up days to twice a week to assure there would be a pick-up before and after the weekends. Board Member Kreisel also requested details on the security requirements for rentals and Superintendent Brewer replied that the Police Department decide whether or not rentals require security and the facility attendants assure that the rentals are following security guidelines. Board Member Kreisel also requested a job description for the building attendants and Superintendent Brewer said she would make sure to add it in the next month's agenda. Superintendent Brewer also requested for the Facilities subcommittee to set a date for their next meeting and they agreed to Wednesday, March 29, 2017.
13. **ADJOURNMENT:** With no other business to be conducted, **Chair Goff**, adjourned the meeting of the Senior Advisory Board at 10:07 a.m.

Respectfully Submitted,
Ludmer Aker
Executive Assistant
City of San Bruno